

Individuals Authorized Access to the CMS Computer Services (IACS)

Individual Practitioner

New User Registration – Accessible Quick Reference Guide

This accessible Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS Individual Practitioner for an Organization. This guide also includes instructions to log into IACS for the first time and change your temporary password.

An Individual Practitioner is a Physician or Non-Physician Practitioner.

If you need assistance with the registration process, contact the External Users Services (EUS) Help Desk at 1-866-484-8049, TTY/TDD at 1-866-523-4759 (Monday – Friday 7am-7pm EST) or via email at EUSupport@cqi.com.

The Steps for IACS New User Registration for an Individual Practitioner are:

Step	Action
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov
Step 2	Read the contents of the CMS Applications Portal WARNING/REMINDER screen. Select the <i>Enter CMS Applications Portal</i> button.
Step 3	Select the <i>Account Management</i> hyperlink on the menu bar towards the top of the CMS Application Portal Introduction screen.
Step 4	Refer to the <i>Help Resources</i> portion of the screen and record the contact information for your Help Desk. Note: If you need assistance with the registration process, contact your Help Desk. Select the <i>New User Registration</i> hyperlink on the Account Management screen.
Step 5	Select the <i>Provider/Supplier Community</i> hyperlink in the <i>New User Registration Menu for CMS User Communities</i> portion of the screen.

Step 6	<p>Read the Terms and Conditions - Privacy Act Statement.</p> <p>Select the <i>I Accept the above Terms and Conditions</i> box.</p> <p>Select the <i>I Accept</i> button.</p>
Step 7	<p>Select the role of <i>Individual Practitioner</i> on the New User Registration screen by selecting the radio button next to the <i>Individual Practitioner</i> role.</p> <p>Click on the <i>Next</i> button.</p>
Step 8	<p>Read the Individual Practitioner - Terms and Conditions.</p> <p>Select the <i>I Accept the above Terms and Conditions</i> box.</p> <p>Select the <i>I Accept</i> button.</p>
Step 9	<p>On the New User Registration screen enter the required information in the <i>User Information</i> fields, as follows:</p> <p>Enter your name, date of birth and Social Security Number (SSN) exactly as it is on file with the Social Security Administration (SSA).</p> <p>Note: Your first and last name, SSN and date of birth will be validated against data at the SSA.</p> <p>Enter your email address.</p> <p>Select the <i>Next</i> button.</p>
Step 10	<p>If SSA validates your SSA information successfully, the Email Address Verification screen will appear.</p> <p>Leave this screen open while you proceed to the next step.</p> <p>Note: You will have 30 minutes to enter your verification code.</p> <p>Note: If your SSA information cannot be validated, please, contact your local SSA office. Contact information can be found at http://www.ssa.gov on the SSA website.</p>

Step 11	<p>Go to your email inbox and open the message with the email Verification Code. The subject line will read: Email Address Verification.</p> <p>Record the Verification Code provided.</p> <p>Note: Do NOT use the Verification Code shown here. It is provided for illustration purposes only.</p>
Step 12	<p>Enter the Verification Code in the <i>Verification Code</i> field on the Email Address Verification screen.</p> <p>Select the Next button.</p>
Step 13	<p>Enter the required information in the <i>Professional Contact Information</i> fields on the New User Registration screen.</p> <p>Note: The fields in the User Information portion of the screen have been pre-populated and cannot be changed at this point.</p> <p>Select the Next button.</p>
Step 14	<p>Review the information on the Review Registration Details screen to make sure the information is correct and then select the desired button:</p> <ul style="list-style-type: none"> • Submit – to submit the registration request • Edit – to return to the New User Registration screen to make changes to information you have entered, such as your Professional Contact Information • Cancel – (to cancel your registration request.
Step 15	<p>Record your request's tracking number or print the Registration Acknowledgement screen by selecting the Print button to the right of the text.</p> <p>Note: You will need the request tracking number if you need assistance from your Help Desk.</p> <p>Select the OK button on the Registration Acknowledgement screen to complete your registration.</p> <p>Note: The system will send you an email that contains the request tracking number. Contact your Help Desk if you do not receive this email within 24 hours.</p>

Step 16	<p>Once your request is approved, you will receive two email messages.</p> <ol style="list-style-type: none"> 1. The first email message with subject Line, FYI: User Creation Completed – Account ID Enclosed, will contain your IACS User ID. 2. The second email message with Subject Line, FYI: User Creation Completed – Password Enclosed, will contain a temporary, one-time password. <p>Note: Wait until you receive your IACS User ID and temporary password to continue to the next step.</p>
Step 17	<p>Go to the CMS Applications Portal website: https://applications.cms.hhs.gov</p>
Step 18	<p>Read the contents of the CMS Applications Portal WARNING/REMINDER screen.</p> <p>Select the Enter CMS Applications Portal button.</p>
Step 19	<p>Select the Account Management hyperlink on the menu bar towards the top of the CMS Applications Portal Introduction screen.</p>
Step 20	<p>Select the My Profile hyperlink on the Account Management screen.</p> <p>Note: Your Help Desk contact information appears on the Help Resources portion of the screen.</p>
Step 21	<p>Enter your new IACS User ID and temporary, one-time Password in the fields provided on the Login to IACS screen.</p> <p>These are the User ID and Password you received in the two email messages.</p> <p>Select the Login button.</p>
Step 22	<p>Enter your new Password on the Change Password screen in the <i>New Password</i> field.</p> <p>Enter the same new Password in the <i>Confirm New Password</i> field.</p> <p>Select the Change Password button.</p>

Step 23	Select the <i>Change Answers to Authentication Questions</i> hyperlink on the My Profile screen.
Step 24	<p>Answer at least two of the ten authentication questions on the Change Answers to Authentication Questions screen.</p> <p>Select the Save button when you have finished answering the questions.</p>
Step 25	Select the OK button on the Change Answers Results screen.
Step 26	<p>On the My Profile screen, you may</p> <ul style="list-style-type: none"> • Select another option presented on this screen, or • Select Logout on the bottom left corner of the screen.
Step 27	Refer to the <i>IACS Request Access to a CMS Application for Individual Practitioners and, Organization Users and Surrogates- Quick Reference Guide</i> , on the same website, to log into IACS and request access to a CMS application.